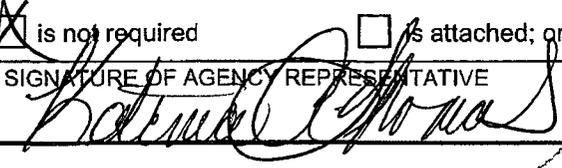


# RECORDS

JUN 18 2009

## MANAGEMENT

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <u>NI-237-09-1</u>	
1. FROM (Agency or establishment) <u>DOT, Federal Aviation Administration (FAA)</u>		Date Received <u>6/18/09</u>	
2. MAJOR SUB DIVISION <u>Air Traffic Organization (AJO)</u> <u>Technical Operations (AJW)</u>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <u>Aviation System Standards (AJW-3)</u>		In accordance with the provisions of 44 U.S.C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER <u>Elizabeth Abbott</u>	5. TELEPHONE <u>(405) 954-8379</u>	DATE <u>23 Nov 09</u>	ARCHIVIST OF THE UNITED STATES 
<p>6. AGENCY CERTIFICATION</p> <p>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,</p> <p><input checked="" type="checkbox"/> is not required      <input type="checkbox"/> is attached; or      <input type="checkbox"/> has been requested.</p>			
DATE <u>7/1/09</u>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE <u>FAA RECORDS OFFICER</u>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheets		

1. **Aviation System Standards Agreements System.** (Under 2500.3 Reimbursable Agreements Files in FAA Order 1350.15) This is a tracking database used to track status of the agreements for Flight Inspection Services provided by Aviation System Standards to various airports, US government agencies, and international government agencies.

a. Master Database

i. Scans of official agreement files as stated in FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards in Section 2500.3, Reimbursable Agreement Files.

**TEMPORARY.** Maintained by the system as a reference copy. **Destroy/Delete** when no longer needed by the tracking system or 19 years after agreement expires whichever is sooner.

ii. Database contains information used to track the status of agreements including agreement number, status (i.e. Active/Cancelled/Expired), agreement type, contract number, customer, supporting organization within AVN, service description, funding types, location including city/state/country, date of the agreement actions (signed/review/last reviewed/expiration), Emergency Medical Services provider, procedure, Location Identifier, specific airport, and any prior agreement numbers. Information based on original agreement is entered into the system. This schedule does not apply or replace the disposal authority for the actual agreements covered by NC1-237-77-3, Item 92 (2).

**TEMPORARY.** Close at the end of the FY in which agreement expires. **Delete** 25 years after cut off, or when tracking is no longer required, but no sooner than 3 years after cutoff.

b. Ad hoc reports and printouts.

**TEMPORARY.** **Delete** when no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20 Item 16)

c. System documentation.

**TEMPORARY.** **Destroy/delete** upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. (GRS 20 Item 11(a)(1))